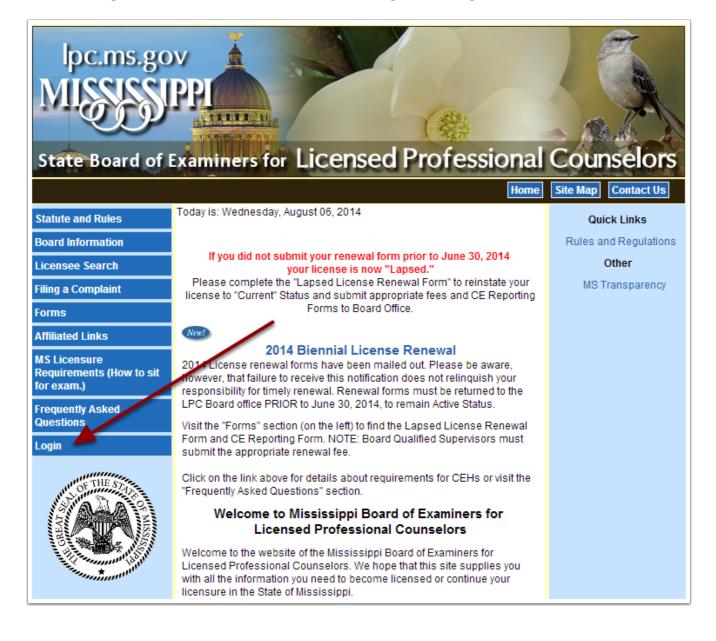
#### **Supervision Reporting Form Instructions - Login Step 1**

Web site URL <a href="http://www.lpc.ms.gov/">http://www.lpc.ms.gov/</a>

Click the Login button at the bottom of the menu to go to the login screen.



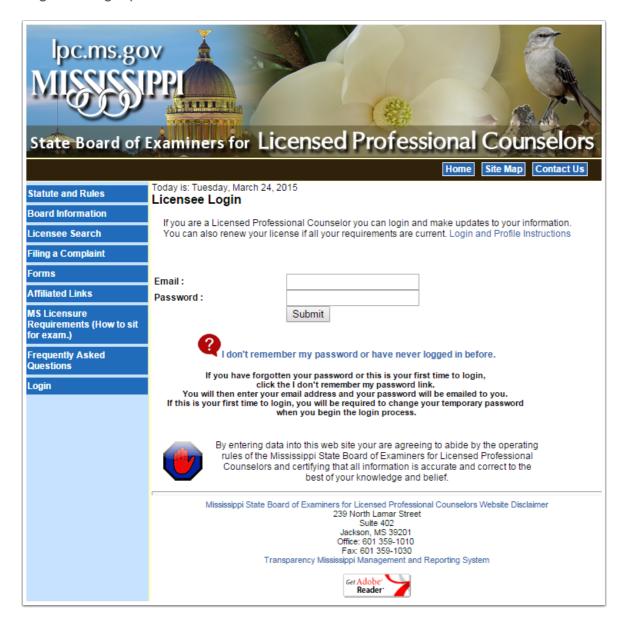
### **Supervision Reporting Form Instructions - Login Step 2**

Enter your email address and password.

If you don't remember your password or this is your first time to login, click the I don't remember my password link.

You will then enter your email address and your password will be emailed to you.

If this is your first time to login, you will be required to change your temporary password when you begin the login process.



### **Supervision Reporting Form Instructions - Profile Overview**

When you login, you will be taken to your profile. Your profile shows your information that is stored in the LPC system.

- There are certain fields that you can use to update your information. (example: Home and Business Address, Phone Numbers, Email, Password)
- If you have met all the requirements for online renewal, you can renew your license and pay your fees online.
- You are required to add your photo to your profile.

The following screens will show you how to use your profile.



## **Supervision Reporting Form Instructions - Profile Detail #1**

In the upper right corner of your profile is the Save Changes, Logout and, if you've met all requirements, the Renew License buttons.

If you have not met all requirements for renewal, in place of the Renew License button will be a note stating what you still need to do.

In this area there is also the place where you can update your password.



### **Supervision Reporting Form Instructions- Profile - Add Photo**

To add or update a photo to your profile, click the button below the photo and choose the photo image.

This image should be a passport style photo, about 200 px wide and no more than 500Kb (.5Mb) in size.

Photos larger than this will not be allow to upload.

Once you have selected the photo, click the Save Changes button and your photo will be uploaded and saved to your profile.



## **Supervision Reporting Form Instructions - Profile - Tabs**

About the middle of the screen is a row of tabs that contain groups of information. When you click on one of these tabs you will see your information for that area.

The tabs Complaints and Payments are informational only. The Online Payments tab allows you to pay certain fees online.

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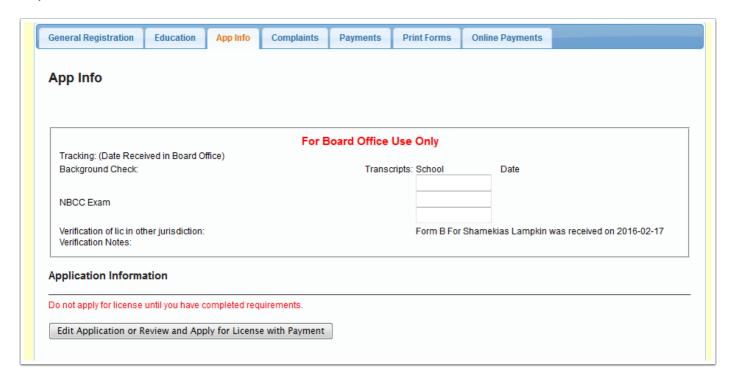
# Supervision Reporting Form Instructions - General Registration Tab for BQS

If you are a board qualified supervisor (BQS) the General Registration tab will show those you have agreed to supervise. From this list you are able to review and update the Weekly Supervision Reporting Log.

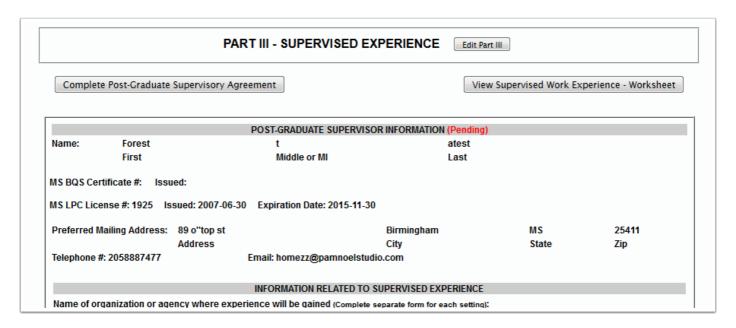


### Supervision Reporting Form - Profile - Tabs - App Info

The App Info tab in your profile is where you will find the Post-Graduate Supervisory Agreement form you entered online and was concurred by your supervisor. Scroll down to Part III Supervised Experience.

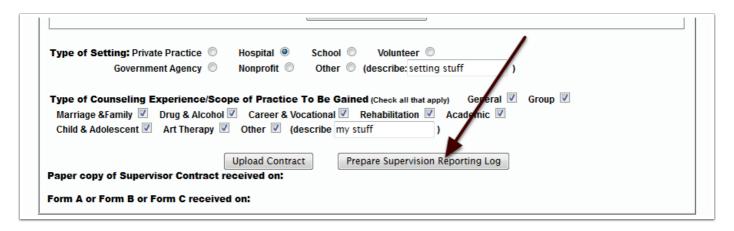


### Supervision Reporting Form - Profile - Tabs - App Info - Part III



### Supervision Reporting Form - Profile - Tabs - App Info - Part III

The Prepare Supervision Reporting Log button is found at the bottom of the Post-Graduate Supervisory Agreement. Click on this button to be taken to the log.



### **Supervision Reporting Form - Profile - Supervision Reporting Log**

- 1. Use the calendar icon to select the Date of the first day of the week (Sunday or Monday).
- 2. A maximum of forty (40) hours in supervised clinical practice can be counted in one week. Report hours e.g. 1, 2, 3.75. Only numerical entries are accepted.
- 3. Direct services should be entered in the Face to Face Counseling section. Direct Services are only Individual, Couples/Family,Group, and Testing/Assessment.
- 4. Indirect hours are entered as Other Services.
- 5. Supervision is reported as Individual or Group with your LPC-S.
- 6. The Total hours field is calculated for you.
- 7. Once the entry is complete, click on Add button. The entry will now appear in the Reports from Previous Weeks section below.
- 8. Your LPC-S must login to their profile to review and Approve.
- 9. You may make edit or delete this entry up until your LPC-S Approves the entry.
- 10. The LPC-S may Prepare Weekly Supervision Reporting Log for you in their General Registration tab.
- 11. Here the LPC-S may Approve, Edit, or Delete the entry. Once the LPC-S Approves the entry, they may Edit it but not delete the reported hours.

				Direct and	Indirect Se	rvices				
Supervisor: Bill H	enry Atest					Supervise	ee: JOhn T	atJones		
Place of Employme	ent/Interns	hip: gfgrhv	v							
Direct Clinical Hou	rs include: F	ace to Face	With Clier	nt (individual	, family, cou	ple, and gr	oup counse	ling)		
			Enter week	Report in Hou s in chronolog			te first.			
		Face to Fac	e Counselir	ng	Other Services		Supervision			Total hours
Enter the date of the first day of the week (Sunday or Monday)	Indvidual	Couples/ Family	Group	Testing/ Assess			Individu Supervis Hours (with Super	sion Supervision Hours (with Supervisor)		(of supervise clinical practice - not more than 40/week)
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